5522512/2022/PU-A-GAD01

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

GAD-PU- Utilization of Services of the Legal Assistant and Legal Interns - Orders – issued.

General Administration (PU.A) Department.

G.O Rt. No:211 Dated:07.02.2022

ORDER:

The Andhra Pradesh On-line Legal Case Monitoring System (APOLCMS) is available on https://apolcms.ap.gov.in. Data relating to the cases filed from 01.01.2022 before the Hon'ble High Court of A.P., a total of (1,95,814) number of Legacy Cases data is populated. Two legal officers have been notified - a Middle Level Officer (Legal) at the Secretariat Department level and a Nodal Officer (Legal) at the Heads of the Department and the District Collectors level. A user manual was issued with detailed guidelines. The Front Office of the Government Pleader's Office in the Hon'ble High Court is being strengthened by providing necessary infrastructure including Facilitation Management Unit.

2. Now, Secretariat Departments have to be strengthened with human resources. In the departments with high case load and need to draft complex Government orders/rules/laws/others, a Legal Assistant would be hired to directly assist all the secretaries in the departments of Home, Revenue, General Administration, Education, Information & Public Relations, Municipal Administration and Finance. Additionally, a Legal Intern would be hired to support the Legal Assistant. The Job charts for the Legal Assistant and Legal Intern is Annexed to this order. The Legal Assistant and Legal Intern would submit a weekly diary of the work turnout to the concerned departments as well as the Law Secretary.

3. The INCAP shall provide services of the Legal Assistant to the above Departments. The Legal Assistant to be provided shall be a graduate from the National Law Schools of Bengaluru, Delhi, Hyderabad, Kolkata, Bhopal, Jodhpur, Gandhinagar. The INCAP shall enter into an agreement with the leading law firms for providing the services. The recruitment would be completed as soon as possible, preferably within 21 days.

4. The Law Department would recruit Legal Interns for all the Departments of Secretariat with a monthly stipend of Rs 20,000/- (Rupees twenty thousand only). The Legal Interns to be recruited shall be from the reputed / leading Law Colleges in Vijayawada / Guntur. The recruitment shall be completed within a period of one week. The Job chart of the Legal Intern is annexed to this order.

5. This scheme would be operational up to 31 March 2023 and would be reviewed thereafter for continuance.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. SAMEER SHARMA
CHIEF SECRETARY TO GOVERNMENT

To:
The Secretary, Law Department, AP Secretariat, Velagapudi.
The M.D, INCAP.
The Spl C.S, Industries & Commerce Department.
The Spl C.S / Prl Secretary / Secretaries of all Department of Secretariat
Copy to:
PS to Chief Secretary to Government.
PS to Principle Secretary to Government (Poll)(FAC)
PA to Deputy Secretary to Government. (Coord).

//FORWARDED:: BY ORDER//

SECTION OFFICER

ANNEXURES TO G.O. Rt. No.211 General Administration(PU-A) Department, Dt:07.02.2022.

Annexure 1: Job Chart of Legal Assistant

• The job of the Legal Assistant is primarily to assist the Secretary of the Department is to ensure that Government orders/laws/rules/ others are drafted in a legally correct way as well as assist in proper disposal of the court cases filed before various courts of law.

• Assist in the drafting government orders/laws/rules/others as entrusted by the secretary.

• Support the Secretary of the Department for timely assigning the cases fetched on realtime basis in APOLCMS by MLO (Legal) / Nodal Officer (Legal)

• Take up tasks assigned by the State Nodal Officer of APOLCMS.

• Provide all such inputs, legal and otherwise to APCFSS Development Team, that would make APOLCMS a robust and effective portal for all the Government officials and Government Pleaders.

• Train the MLO (Legal) / Nodal Officer (Legal) of the department on APOLCMS

• Coordinate among the offices of The Learned Advocate General & APCFSS Development Team.

• Vet all the para-wise remarks concerning public interest relating to the Department before forwarding the same to the Government Pleader for approval.

• Liase with the Office of the Learned Advocate General in all Public Interest Litigation cases and with the office of the Government Pleader of the department in all the Contempt Cases filed against any/all Heads of the Department.

• Personally attend the Hon'ble Court on all days of hearing of the PILs and the Contempt Cases and update the information to the officers concerned.

• Ensure that alerts prompted through APOLCMS are attended to on real-time basis.

Annexure 2: Job Chart of Legal Intern

• The job of the Legal Intern is primarily to assist the Middle Level Officer (Legal) of the department at the Secretariat level to perform the duties of assigning various legal cases (including legacy cases) filed before various courts of law to the Nodal Officer (Legal) concerned.

• Coordinate among the offices of the Government Pleader of the department concerned and APCFSS Development Team.

• Coordinate with Government Pleaders and Assistant Government Pleaders of the Departments concerned and train them on the functioning of the APOLCMS portal and handhold them in this regard.

• Assist the MLO (Legal) in monitoring proper and timely filing of the requisite documents at all stages till disposal and final closure of the cases duly using APOLCMS.

Dr. SAMEER SHARMA
CHIEF SECRETARY TO GOVERNMENT